

# 1199SEIU

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<b>POSITION TITLE:</b>	<b>Auto Program Assistant</b>
<b>AREA</b>	<b>New York City</b>
<b>REPORTS TO</b>	<b>Assistant Director</b>
<b>CLASSIFICATION:</b>	<b>Permanent</b>
<b>SALARY RANGE:</b>	<b>\$61,900.00</b>
<b>NO. OF POSITIONS</b>	<b>1</b>

## About 1199SEIU UHWE

With over 450,000 members throughout Massachusetts, New York, New Jersey, Maryland, Florida, and Washington, DC, 1199SEIU is the largest and fastest-growing healthcare union in the nation. Since our founding in 1932, our mission has been to stand up for quality healthcare, good jobs and social justice for all. Dr. Martin Luther King, Jr. called 1199 his favorite union and referred to us as “the authentic conscience of the labor movement.” Over the years 1199 has won some of the highest standards for healthcare workers in the country, including good wages and benefits, safe staffing, paid time off, secure retirement, model childcare and education benefits and a real voice work in the workplace. Our members are highly politically engaged and active, so we have the strength to advocate with government and elected officials for our patients, families and communities. We are affiliated with the Service Employees International Union (SEIU) which has over 2 million members and is the largest labor union in North America.

## JOB RESPONSIBILITIES:

- Act as point person to answer staff questions about the Union’s car policy and related procedures.
- Reach out to new hires and existing employees to collect any missing or updated documentation, including car policy acknowledgments, consent for Samba motor vehicle report searches, request supporting documents for car allowance i.e., personal insurance, registration and driver’s license.
- Collect mileage reporting for all Union vehicles on a quarterly basis; enter mileage records into database.
- Check drivers’ vehicle minimum liability insurance for bodily injury and property damage, and drivers’ UAW-approved vehicle compliance, on a quarterly basis.
- Maintain and update spreadsheet tracking supporting documentation for fleet and Union-owned vehicles as well as personal cars for which an employee is receiving a car allowance. Provide a report to the car committee monthly and as needed.
- Maintain the Samba database and closely monitor Samba information for changes in a driver’s risk assessment score. Notify the Car Committee and the driver of those changes.
- Track all accident claims for all Union leases and provide updates to the Car Committee for recommendation.
- Coordinate schedule of annual safe driver education program for all Union drivers and additional education program for drivers with a Samba scorecard status of Red or Orange.
- Track disability and workers compensation leave for all employees assigned a leased vehicle or receiving car or gas allowance; report to the Car Committee all drivers whose vehicle assignment or allowance must be discontinued.
- Send email notification to staff regarding new or reinstated leased vehicle assignments or allowances.

**QUALIFICATIONS:**

- Undergraduate degree in accounting or comparable experience a plus.
- Excellent written and verbal communication skills.
- Must be professional and able to maintain confidentiality.
- Must possess strong organizational and interpersonal skills.
- Ability to multi-task, establishes priorities, meet deadlines, and follow through on assignments.
- Ability to work independently with minimum supervision.
- Excellent computer skills (MS Word, Excel, Outlook), Internet, and Intranet.
- Ability to perform secretarial duties.
- Interest in working in a mission-driven organization.
- Ability to work overtime when required.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title and every position does not necessarily require the same duties.

**All interested persons meeting the minimum qualifications are encouraged to submit a resume and cover letter to [JOBS@1199.ORG](mailto:JOBS@1199.ORG) with the job title on the subject line.**

1199/SEIU is an equal opportunity employer.